

A3

1/4 Bd. armor  
new

TM 10-350

U.S. WAR DEPARTMENT

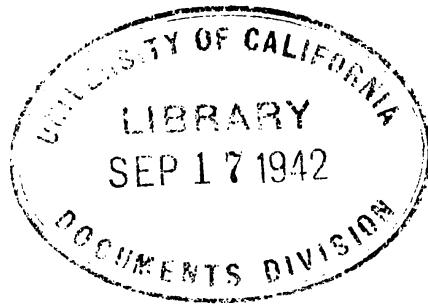
**TECHNICAL MANUAL**



**LAUNDRIES  
LAUNDRY BATTALIONS, AND  
LAUNDRY COMPANIES**

*11-1-42*

*150*





TECHNICAL MANUAL }  
No. 10-350

WAR DEPARTMENT,  
WASHINGTON, November 27, 1940.

**LAUNDRIES, LAUNDRY BATTALIONS, AND LAUNDRY COMPANIES**

U113  
12  
TM 10:350  
★ ★

Prepared under direction of  
The Quartermaster General

SECTION I. General.	Paragraph
Officer in charge.....	1
Buildings and equipment.....	2
Cost of operations.....	3
Disposition of funds derived from operations..	4
Claims for loss or damage.....	5
Dry-cleaning plants.....	6
Records and reports.....	7
Blank forms.....	8
Accounting period.....	9
Local laundry regulations.....	10
Preparation of W. D., Q. M. C. Form No. 366..	11
II. Enlisted men's service.	
General.....	12
Limitations.....	13
Exemptions.....	14
Rates.....	15
Dry-cleaning.....	16
Responsibility of organization commander.....	17
Action within the organization.....	18
Responsibility of laundry officer.....	19
Action by laundry.....	20
III. Individual service.	
Service and prices.....	21
Procedure.....	22
Collections.....	23
IV. Service rendered without charge to Government agencies.	
General.....	24
Action of agencies sending work.....	25
Action of laundry officer.....	26

SECTION V. Personnel.	Paragraph
Employment and discharge.....	27
Civil-service classification.....	28
Certificates of eligibles.....	29
VI. Requisition and audit.	
Requisitions.....	30
Audit.....	31
VII. Mobile laundries in theater of operations.	
Quartermaster laundry battalion.....	32
Quartermaster laundry company.....	33
Operation of a mobile laundry section with sterilization and bath unit and salvage section.....	34
Operation of a mobile laundry section without sterilization and bath unit.....	35
APPENDIX I. Forms used in connection with laundries.....	Page 20
II. List of references.....	34

## SECTION I

### GENERAL

	Paragraph
Officer in charge.....	1
Buildings and equipment.....	2
Cost of operations.....	3
Disposition of funds derived from operations.....	4
Claims for loss or damage.....	5
Dry-cleaning plants.....	6
Records and reports.....	7
Blank forms.....	8
Accounting period.....	9
Local laundry regulations.....	10
Preparation of W. D., Q. M. C., Form No. 366.....	11

**1. Officer in charge.**—A quartermaster is in charge of each Government-owned laundry and all operations thereof, except plants operated under the supervision of the Medical Department in conjunction with hospitals. A superintendent is placed in direct charge of all departments, including the clerical department, under authority of the officer in charge.

**2. Buildings and equipment.**—Laundry buildings, mobile laundry units, and portable laundry units are constructed and machinery and equipment installed therein in accordance with standard plans

and specifications furnished by The Quartermaster General, and construction and installations of this nature are entered into only after receiving approval from The Quartermaster General. Ordinary repairs to buildings are made from funds authorized annually for that purpose. Emergency upkeep and repair of machinery and equipment, not exceeding in any one month \$100 for laundries or \$50 for dry-cleaning plants, are covered by quarterly authorizations of funds.

**3. Cost of operations.**—The cost of laundry operations is paid from authorized appropriations.

**4. Disposition of funds derived from operations.**—All funds derived from laundry operations are transferred to the sales officer on W. D., Q. M. C. Form No. 434 (shipping ticket (posts, camps, and stations)). Proceeds of cash sales are transferred at the end of each month or oftener as directed by the commanding officer. Charge sales are transferred at the end of the accounting period as a lump sum, supported by a single copy or list of the charges against the individual accounts. The sales officer deposits these funds with the local disbursing officer to the credit of miscellaneous receipts.

**5. Claims for loss or damage.**—*a. Methods of settlement.*—Claims must be made within 48 hours after delivery of the laundry and must be accompanied by the laundry list. Claims for property lost, destroyed, or damaged in the process of laundering are settled upon proper presentation and proof by either of the following methods:

- (1) By replacement from overages in the laundry.
- (2) By the issue of garments in kind, after the action of a surveying officer.

*b. Action taken on a claim.*—(1) *By laundry officer.*—(a) Except as required by (b) below, claims are first acted upon by the officer in charge of the laundry in an effort to settle the claims by replacement from overages in the laundry.

(b) In the case of a claim submitted by an individual connected with the administration or operation of the laundry, the commanding officer designates a disinterested officer to take the action outlined in (a) above.

(2) *By commanding officer.*—In case of loss or destruction of or damage to articles issued to enlisted men, when settlement cannot be effected by replacement from overages in the laundry, the matter should be handled under a report of survey and the individual reimbursed by the issue of garments in kind, if the facts developed by the survey warrant such action.

c. The methods of settlement (*a* above) apply only to such articles as are issued to enlisted men. There is no provision of law for the payment of the claim of any patron for private property lost, destroyed, or damaged in the process of laundering. Officers and others responsible for the operation of laundries should make every effort to avoid loss or damage to property of patrons and give careful consideration to the adjustment of complaints.

**6. Dry-cleaning plants.**—Dry-cleaning plants, where installed, are operated in conjunction with laundries. Wherever applicable and except as otherwise specified, the same regulations apply to dry-cleaning plants as apply to laundries.

**7. Records and reports.**—*a.* Quartermasters in charge of laundries and dry-cleaning plants keep an accurate record of all transactions and submit to The Quartermaster General a quarterly report of operations on W. D., Q. M. C. Form No. 366 (Report of Laundry and Dry Cleaning Operations). This report is mailed not later than the 15th of the month following the quarter for which rendered.

*b.* At each post, camp, depot, and other station, the quartermaster is in charge of all salvage and laundry activities of the Quartermaster Corps. He keeps such records and renders such periodical reports as may be required. These reports must bear the following certificate, signed by the quartermaster:

I certify that I have carefully supervised the salvage and laundry activities under my control, and to the best of my knowledge and belief the report herein is correct.

**8. Blank forms.**—Quartermaster Corps forms for use by laundries are supplied by The Quartermaster General. Such additional forms as will facilitate the transaction of laundry business are improvised locally. Copies of local forms, after they have been in use for a sufficient length of time to prove their usefulness, may be forwarded to The Quartermaster General with recommendations as to their use by all laundries.

**9. Accounting period.**—Wherever the monthly accounting period in use at a post or station is other than the regular calendar month, all references to monthly transactions are interpreted to cover such accounting period.

**10. Local laundry regulations.**—Additional local regulations which are necessary to insure the orderly and efficient handling of laundry for Government agencies, enlisted men, and other authorized patrons are published from time to time by the local commanding officer. Copies of local regulations are forwarded to The Quartermaster General for his information.

**11. Preparation of W. D., Q. M. C. Form No. 366.**—*a.* For purposes of illustrating the use of W. D., Q. M. C. Form No. 366, the following hypothetical situation covering the laundry activities at Fort School, Pa., is presented:

(1) Fort School, Pa., is located in the city of Philadelphia, Pa. The quartermaster activities embrace a Quartermaster Corps laundry, which is under the immediate charge of 1st Lieutenant I. J. Kay, Q. M. C., salvage officer, who devotes 50 percent of his time to laundry activities. Technical Sergeant Q. R. Smith, Q. M. C., is in charge of the laundry office. Major O. P. Que, Q. M. C., is post quartermaster.

(2) According to the records in the office of the adjutant, Fort School, Pa., the strength of the garrison on March 31, 1940, was as follows:

Officers (including warrant officers and nurses).....	184
Enlisted men.....	3, 100

(3) The average patronage during the quarter was as follows:

Officers.....	63
Enlisted men.....	2, 810
Other patrons.....	609

(4) During the quarter ended March 31, 1940, work was performed at the Quartermaster Corps laundry as follows:

For enlisted men.....	33,400 bundles containing 158, 400 pieces
For other individuals.....	1,120 bundles containing 24, 640 pieces
For stock of the quartermaster.....	3, 280 pieces
For post hospital.....	4, 500 pieces
For organizations.....	11, 140 pieces

(5) The earnings for the period were as follows:

Bundle work for enlisted men.....	\$9, 900. 00
Bundle work for all others.....	2, 478. 40
Bulk work, reclamation.....	262. 00
Bulk work, hospital.....	360. 00
Bulk work, organization.....	789. 60

(6) During the quarter, there was employed in connection with the Quartermaster Corps laundry the following personnel:

1 commissioned officer, 1st Lieutenant I. J. Kay, Q. M. C., whose salary was \$281.70 per month (only 50 percent to be charged).

1 technical sergeant, Q. M. C., whose salary was \$96.60 per month, employed full time.

30 civilian employees, whose salaries aggregated \$8,080.00 for the 3d quarter.

(7) The stock record cards showed the value of material and supplies used during the quarter to be \$860.02. In addition to this, the following were used:

310 tons coal, bituminous.....	\$4. 80	per ton
3 cords wood.....	7. 20	per cord
3, 160 kw. electricity.....	0. 075	per kw.
3, 200 M cu. ft. water.....	0. 125	per M cu. ft.

(8) Repairs to machinery during the quarter amounted to \$191.20.

(9) The dry-cleaning plant did not operate during this quarter.

(10) Days worked:

	<i>Days</i>
January.....	24
February.....	21
March.....	23½

b. Following instructions on the reverse side of W. D., Q. M. C. Form No. 366 and using the information given above, the form illustrates a prepared quarterly report. (See app. I.)

c. When a dry-cleaning plant is operated in conjunction with the laundry, that portion of the form devoted to dry-cleaning operations is prepared from information in the office of the laundry officer in the same manner as the report on laundry operations.

## SECTION II

### ENLISTED MEN'S SERVICE

	<b>Paragraph</b>
General.....	12
Limitations.....	13
Exemptions.....	14
Rates.....	15
Dry-cleaning.....	16
Responsibility of organization commander.....	17
Action within the organization.....	18
Responsibility of laundry officer.....	19
Action by laundry.....	20

**12. General.**—Enlisted men's laundry service is offered on a monthly flat rate basis only. Enlisted men's bundles are laundered weekly unless owing to local conditions the commanding officer prescribes greater intervals. Patronage of Quartermaster Corps laundries by enlisted men is voluntary. Each month they may decide whether they will patronize the laundry or not, but having elected to do so, they will be charged the monthly flat rate regardless of the number of bundles sent unless exempted from the flat rate charge for reasons given in paragraph 14.



**13. Limitations.**—It is intended that enlisted men's laundry service cover adequately the laundry requirements of enlisted men, considering local conditions of climate and service. Limitations were designed only to prevent abuses. As far as practicable, enlisted laundry patrons submit a bundle each week, and clothing of more than one enlisted man must not be combined in a single bundle. There is no restriction as to the kind or number of pieces which may be sent, except that the clothing and any other articles authorized to be included in the bundle must belong to the enlisted man sending it to the laundry. This does not include the laundry of the family of the enlisted man, which must be charged for on the piece-rate basis. The laundry officer reports promptly to the organization commander any evidence of abuse of laundry privileges.

**14. Exemptions.**—An enlisted man who has elected to take laundry service during any month is allowed no deduction from the flat monthly charge for that month unless he is—

	Abbreviation
a. Sick in hospital.....	SH
b. On furlough.....	F
c. On detached service.....	DS
d. Transferred.....	T
e. In confinement.....	C
f. Exempted by commanding officer on account of martial status or for other reasons, in which case the charge will be at the single bundle rate.....	ECO

**15. Rates.**—*a. Monthly flat rate.*—The enlisted men's monthly flat rate is fixed by The Quartermaster General. There is no restriction as to the kind or number of pieces which may be sent under the monthly flat rate, except that the clothing and any other articles authorized to be included in the bundle must belong to the enlisted man sending it to the laundry.

*b. Single-bundle rate.*—The enlisted men's single-bundle rate is fixed by The Quartermaster General. Enlisted men who have elected to patronize the laundry under the monthly flat rate, but who have been exempted from that rate by reason of one of the conditions given in paragraph 14, are charged the single-bundle rate.

*c. Single-bundle rate with limitation to 30 pieces.*—(1) The enlisted men's single-bundle rate with limitation to 30 pieces is the regular single-bundle rate (*b* above) plus a piece-rate charge for pieces in excess of 30 in the weekly bundle.

(2) Enlisted men who were present at the beginning of the month but who failed to elect to patronize the laundry under the

monthly flat rate, or enlisted men who joined the organization during the month, are charged the single bundle rate with limitation to 30 pieces for each weekly bundle sent during the month. This means that those men may have to pay more than the monthly flat rate if the number of articles in the bundles sent exceed 30 pieces. Articles for which the common unit is "pair," such as socks, gloves, etc., are considered as one piece. Bundles in excess of 30 pieces are charged for at the applicable authorized piece rates listed on W. D., Q. M. C. Form No. 373 (Quartermaster Laundry). (See app. I.)

**16. Dry-cleaning.**—An enlisted man patronizing a quartermaster laundry at the monthly flat rate at which a Government dry-cleaning plant is operated is entitled to have the articles listed below dry-cleaned at the intervals stated without cost other than the monthly laundry charge. Such service is applicable only to those enlisted men patronizing the laundry at the monthly flat rate:

- |  |   |                                       |
|--|---|---------------------------------------|
| 1 overcoat                                   | } | once during the season in which worn. |
| 1 mackinaw                                   |   |                                       |
| 1 woolen uniform, consisting of—             | } | once every 2 months.                  |
| 1 coat and 2 pairs breeches, or              |   |                                       |
| 1 coat and 2 pairs trousers, or              |   |                                       |
| 1 coat, 1 pair breeches, and 1 pair trousers |   |                                       |

**17. Responsibility of organization commander.**—The organization or detachment commander is responsible that forms necessary in the handling of enlisted men's laundry are correctly and legibly prepared in accordance with instructions in paragraph 18, instructions on the forms, and regulations published by the local commanding officer. He provides the necessary supervision of the handling of enlisted men's laundry and the clerical work in connection therewith to insure compliance with all regulations. He is responsible for the verification of all sums reported by the laundry as due from enlisted men for laundry service. He is responsible that all sums due from enlisted men are properly entered for collection on pay rolls, final statements, or service records in the same manner as for other indebtedness to the United States. If, for any reason, the amount due the United States for laundry services is not deducted from the current pay rolls, the organization commander is responsible for the necessary follow-up to insure that the deduction is made on subsequent pay rolls or finally reported to higher authority as uncollectible. In the event of transfer or discharge of enlisted men, the fact of indebtedness to the United States

for laundry services must be verified and appropriate entry made to provide for proper deduction of this indebtedness from the pay roll or final statement on which the enlisted man is paid.

**18. Action within the organization.**—*a. Monthly roster and statement.*—W. D., Q. M. C. Form No. 365 (Monthly Roster and Statement) (app. I) is prepared in triplicate as of the first day of the month by the organization commander and contains an alphabetically arranged list of all members of the organization who have signified their intention to have laundry done at Quartermaster Corps laundries during the month, and have agreed to pay the monthly flat rate unless exempted under one of the conditions of paragraph 14. The original and duplicate copies are furnished the laundry, the triplicate copy being retained by the organization for the entry of appropriate data obtained from W. D., Q. M. C. Form No. 364 (Weekly Collection and Delivery Sheet). (See app. I.)

*b. Weekly collection and delivery sheet.*—(1) W. D., Q. M. C. Form No. 364 is prepared in triplicate by the organization commander and contains the name of each enlisted man appearing on the monthly roster and statement with the names arranged in the same sequence. Gains made during an accounting period are added at the foot of the list of names, with appropriate remarks showing how gained, dates, and organizations from which secured. Losses also are shown, with full information as to how they occurred.

(2) Opposite the name of each man who is sending a bundle is entered the word "Yes." Sheets, pillowcases, mattress covers, blankets, mosquito bars, and other similar articles of organization equipment used by enlisted laundry patrons are sent in bulk to the laundry. The total amount sent from the organization is entered at the bottom of the form.

(3) When no bundle is being sent, the following entry is made opposite the names of the men concerned:

(a) When the reason for not sending a bundle is one of those given in paragraph 14 as authorizing deductions from the monthly flat rate, the appropriate reason therefor, in abbreviated form such as "DS," in the case of a man on detached service.

(b) When none of the reasons given in paragraph 14 applies, the entry is "No."

(4) The original and duplicate copies are sent to the laundry with the bundles of the organization. The triplicate copy is retained for subsequent use as shown in (6) below.

(5) The duplicate copy is receipted by the laundry and returned to the organization commander for the latter's use in computing the

charges for laundry service to be deducted from the pay of the enlisted men of the organization.

(6) Upon return of the laundry work to the organization it is receipted for on the triplicate copy which is then sent to the laundry.

(7) Where shipment is made to the laundry from other stations, the original and duplicate copies which go forward with the shipment are enclosed in an envelope marked "From: (post, camp, or station)." When the bundles are received and checked at the laundry, the duplicate copy is mailed to the person authorized to receipt for the service which has been rendered. After the bundles have been returned to the organization and checked, the receipt on the triplicate copy is accomplished, or such shortage as may exist noted, and this copy returned by mail to the quartermaster laundry rendering the service. This procedure is expedited in all cases so that the records of the laundry may be completed and that any shortage may be promptly adjusted.

*c. Enlisted men's laundry slip.*—W. D., Q. M. C. Form No. 374 (Enlisted Men's Laundry Slip), correctly and legibly listing all laundry sent, accompanies each enlisted man's bundle to the laundry and is returned with the finished work.

**19. Responsibility of laundry officer.**—The laundry officer is responsible for the efficient handling of all laundry entrusted to his care. He promptly furnishes the organization commander, at the close of each month or accounting period a statement showing amounts due the United States for laundry from enlisted men of the organization. He reports to the organization commander any evidence of irregularities or abuse of laundry privileges.

**20. Action by laundry.**—*a. Weekly collection and delivery sheet.*—W. D., Q. M. C. Form No. 364 is checked against the enlisted men's bundles and other equipment sent in bulk to the laundry. The duplicate copy is receipted and returned to the organization. Pertinent data as to gains, losses, and exemptions from flat rate charges are transferred to W. D., Q. M. C. Form No. 365. Data pertaining to bulk work shown at bottom of W. D., Q. M. C. Form No. 364 is entered on W. D., Q. M. C. Form No. 375 (Abstract of Enlisted and Bulk Work). (See app. I.)

*b. Enlisted men's laundry slip.*—W. D., Q. M. C. Form No. 374 is checked against the articles in the accompanying bundle. The number of pieces shown on the form is verified and entered in the appropriate column of W. D., Q. M. C. Form No. 365. Upon completion of the laundry operation, the finished work is compared with the W. D.,

Q. M. C. Form No. 374 and the latter returned with the enlisted man's bundle.

*c. Monthly roster and statement.*—At the end of the month, the original copy of W. D., Q. M. C. Form No. 365 is completed to indicate amounts due the United States and is sent to the organization commander for verification, signature, and return to the laundry. Upon return of the signed original, the laundry furnishes the organization commander the completed duplicate copy of W. D., Q. M. C. Form No. 365 for his files. From each completed Form No. 365, the laundry enters on W. D., Q. M. C. Form No. 375 the number of patrons, bundles, pieces, and amount of earnings.

### SECTION III

#### INDIVIDUAL SERVICE

	Paragraph
Service and prices-----	21
Procedure-----	22
Collections-----	23

**21. Service and prices.**—Other authorized patrons of Quartermaster Corps laundries are provided services as existing facilities will permit at prices which are fixed from time to time by The Quartermaster General.

**22. Procedure.**—Bundles sent to the laundry by patrons are accompanied by one copy of W. D., Q. M. C. Form No. 373. After checking the articles received against the list, the pertinent information is entered on W. D., Q. M. C. Form No. 376 (Quartermaster Laundry Abstract of Work Accomplished for Individual Patrons). C. o. d. transactions are entered in the proper column of that form; credit charges are debited to patrons on W. D., Q. M. C. Form No. 371 (Ledger Account Sheet). W. D., Q. M. C. Form No. 370 (Cashier's Report) is used in listing bundles for delivery service. If c. o. d. bundles are included in such list, the amounts are entered in the appropriate column. C. o. d. bundles called for at the laundry office are entered on this form. The finished work is again checked against W. D., Q. M. C. Form No. 373, which is returned with the bundle to the patron.

**23. Collections.**—Collection for laundry service rendered authorized patrons other than enlisted men is made in the same manner as provided for the authorized sale of other supplies and services. (See also par. 4.) Whenever such patrons fail or neglect to pay their bills for laundry service on or before the 10th of the month next succeeding

that in which the service was performed, they are suspended from laundry privileges for a period of 3 months, unless satisfactory evidence is furnished to show that the nonpayment of the account within the specified period was due to no fault or neglect on the part of the individual concerned.

## SECTION IV

SERVICE RENDERED WITHOUT CHARGE TO  
GOVERNMENT AGENCIES

	Paragraph
General.....	24
Action of agencies sending work.....	25
Action of laundry officer.....	26

**24. General.**—*a.* Laundry service rendered by Government laundries to any arm, service, or bureau of the Army requires no reimbursement or transfer of funds from the appropriation of such arm, service, or bureau, but is accounted for in the same manner as service rendered the arm or service charged with the maintenance of the laundry; that is, service rendered the Medical Department requires no reimbursement of Quartermaster Corps funds.

*b.* The following articles are laundered without charge by Government laundries:

(1) Clothing of general prisoners confined at military posts without pay or allowances, and of applicants for enlistment while held under observation.

(2) White clothing issued without charge to enlisted men, and towels used in connection with bakeries and offices.

(3) Articles requiring renovation for stock. These articles are given to the laundry in such quantities and at such time as the facilities will permit, care being taken to prevent congestion within the plant. Arrangements are made for prompt removal of such work upon completion since laundry facilities do not provide storage space.

**25. Action of agencies sending work.**—*a. Responsibility.*—Officers in charge of hospitals, organizations, and other units will assure themselves that clothing and equipment sent to the laundry to be serviced at Government expense does not include any articles which should be properly charged to an individual.

*b. Preparation of forms.*—(1) *For other than Army transports.*—Two copies of W. D., Q. M. C. Form No. 373a (Quartermaster Laundry Hospital and Organization List), prepared by the sending organization, accompanies the soiled articles to the laundry, the duplicate

being receipted by the laundry and returned to the organization. Articles sent to the laundry by organizations and units other than the hospital are accompanied by a certificate of the responsible officer, giving full information as to the source of the work and reasons for laundering at public cost.

(2) *For Army transports*.—Two copies of W. D., Q. M. C. Form No. 373b (Quartermaster Laundry Transport List), prepared by the Army transport authorities, accompany the work, the duplicate copy being receipted and returned to the sender.

**26. Action of laundry officer.**—Clothing and equipage sent to the laundry by hospitals, Army transports, organizations, and other units to be laundered at Government expense are checked against the lists furnished therewith and the receipted duplicate copy is given to the representative of the hospital or other organization. Pertinent data shown on the laundry lists are entered in appropriate columns of W. D., Q. M. C. Form No. 375 and certificates furnished by the organization are retained with W. D., Q. M. C. Form No. 375.

## SECTION V

### PERSONNEL

	Paragraph
Employment and discharge.....	27
Civil-service classification.....	28
Certificates of eligibles.....	29

**27. Employment and discharge.**—Employment of all laundry operatives, clerks, etc., is secured after the necessary authority and funds for hire have been obtained. Before hiring or discharging superintendents, approval must be obtained from The Quartermaster General.

**28. Civil-service classification.**—All laundry operatives are, for civil-service purposes, reported and hired as unskilled laborers, except those employees listed below whose positions are included in the classified service.

- a. Superintendents.
- b. Office force (including clerks, bookkeepers, stenographers, etc.).
- c. Engineers.
- d. Firemen.
- e. Laundry workers (markers, sorters, checkers, distributors, and shippers).
- f. Mechanics.
- g. Foremen and forewomen (except when position is filled by the promotion of an unclassified employee).
- h. Seamstresses.

**29. Certificates of eligibles.**—At stations located in the immediate vicinity of cities where labor regulations covering the appointment of unclassified employees have been promulgated, the employment of unclassified laundry workers is made from certificates of eligibles obtained from the proper district secretary.

## SECTION VI

## REQUISITIONS AND AUDIT

	Paragraphs
Requisitions-----	30
Audit-----	31

**30. Requisitions.**—*a.* Requisitions cover 6 months' operations and are submitted April 1 for the period July 1 to December 31; and October 1 for the period January 1 to June 30.

*b.* The quantities called for on these requisitions are based upon past consumption, quartermasters being held strictly responsible that such consumption is kept to the absolute minimum necessary to render the service required. Where the amounts called for exceed past consumption, suitable explanatory notes are made on the face of the requisition.

*c.* Requisitions for funds for the employment of personnel show the names and classification of all employees receiving over \$1,800 per annum. All others are designated by classification only, but the total amount required for the employees of each particular classification is given.

**31. Audit.**—*a.* The commanding officer causes an audit of the records of the laundry to be made at least once each quarter by a disinterested officer.

*b.* The report of each audit, certified by the auditing officer to show the scope of his audit, is recorded on the books of the laundry and a copy thereof, with comments, is forwarded through the commanding officer to The Quartermaster General.

*c.* The scope of the quarterly audit covers such detailed examination of control and subsidiary accounts as is found necessary to satisfy the auditing officer of their correctness. The report of audit may include recommendation concerning improvements in laundry accounting procedure, operation, and service. The purpose of the audit is to determine—

(1) Compliance with regulations and instructions governing the operations of Quartermaster Corps laundries.

(2) Accuracy and adequacy of accounts and laundry records.



(3) Correctness of reports rendered to The Quartermaster General.

d. W. D., Q. M. C. Form No. 366, rendered quarterly (par. 11), is a summary of work accomplished, earnings, and operating expenses. Since data in this report form the basis for determining operating efficiency, prices to be charged, and annual estimates for laundry operation, the auditor verifies entries made in this report by inspection of the following subsidiary records from which the report is derived: W. D., Q. M. C. Forms Nos. 376 and 375 are the basis of entries under section II of W. D., Q. M. C. Form No. 366.

(1) Pertinent entries on W. D., Q. M. C. Form No. 376 are compared with those cited below for the purposes indicated:

(a) C. O. D. transactions are compared with similar entries on W. D., Q. M. C. Form No. 370 and receipted copies of W. D., Q. M. C. Form No. 434 for cash turned in to the sales officer for the purpose of disclosing discrepancies in making entries and of disposition of funds.

(b) A reasonable number of charge entries are compared with those on W. D., Q. M. C. Form No. 371, thus permitting the auditor to determine whether there is laxity in the posting of accounts.

(c) The total amount of charge transactions are compared with amounts shown on W. D., Q. M. C. Form No. 434, furnished the sales officer, and obtained from W. D., Q. M. C. Form No. 371. The purpose is to verify completeness in reports to the sales officer of accounts receivable.

(2) The auditor compares entries on W. D., Q. M. C. Form No. 375, pertaining to enlisted men's work, with the copies of W. D., Q. M. C. Form No. 365, as authenticated by the organization commander. A sufficient number of these are checked to ascertain the degree of accuracy in posting.

(a) Entries pertaining to bulk work handled without charge for hospitals, Army transports, and other Government agencies are compared with authenticated supporting lists and certificates in sufficient detail to satisfy the auditor of their correctness and compliance with regulations.

(b) Data shown in section III, W. D., Q. M. C. Form No. 366, are obtained from pay rolls, stock records, work orders, and other property records. The auditor satisfies himself as to the correctness and completeness of these entries by examination of basic supporting records.

## SECTION VII

## MOBILE LAUNDRIES IN THEATER OF OPERATIONS

	Paragraphs
Quartermaster laundry battalion-----	32
Quartermaster laundry company-----	33
Operation of a mobile laundry section with sterilization and bath unit and salvage section-----	34
Operation of a mobile laundry section without sterilization and bath unit--	35

**32. Quartermaster laundry battalion.**—The quartermaster laundry battalion is composed of a battalion headquarters and headquarters detachment and four laundry companies. The battalion has sufficient personnel and equipment to serve a force of 160,000 men weekly and is organized as shown in T/O 10-165.

**33. Quartermaster laundry company.**—*a.* The quartermaster laundry company is a mobile unit and can provide weekly laundry service to a force of 40,000 men by washing 40,000 each of coats, shirts, pair socks, towels, trousers, undershirts, and underdrawers. Operations exclude ironing, dry cleaning, and degassing. The company is organized as shown in T/O 10-167.

*b.* The company headquarters performs the usual administrative and technical supervisory functions for the company as a whole. The platoon is the basic operating unit and is self-contained. It can provide weekly laundry service to a force of 10,000 men by washing 10,000 each of coats, shirts, pair socks, towels, trousers, undershirts, and underdrawers. The distribution and amount of personnel permit working two 6-hour shifts per day, which can be increased when necessary.

*c.* The laundry company is strictly mobile, as all its operating equipment is mounted on 4-wheel trailers. Trucks to move the unit from one location to another are provided by the army or corps quartermaster from attached units of the motor transport service. Each platoon has trailers on which are mounted an electric motor-driven washing machine, an electric motor-driven extractor, electric motor-driven tumblers, electric power generating equipment, and equipment for furnishing steam and hot water. In addition, one cargo truck and trailer is provided to each platoon for local hauling needs.

**34. Operation of a mobile laundry section with sterilization and bath unit and salvage section.**—*a.* Men enter receiving and undressing tent in units of twelve. They remove all clothing except

shoes and receive one towel per man. Five minutes are allowed for this operation.

b. They proceed with soiled clothing and towel to sterilization and bath trailer, depositing soiled clothing in sterilizer basket en route to showers. After sterilization for 15 minutes, clothing is removed to bulk clothing storage tent. Used towels are collected after men leave showers and deposited in sterilizer for sterilization with next load of clothing and sent to bulk clothing tent with clothes.

c. From the bulk clothing tent, the clothing is sent to the salvage section tent. The salvage section makes three separations; articles damaged beyond repair, blue coveralls, and all other articles. Articles damaged beyond repair are reported to the army quartermaster for disposition as waste material. The other two classifications are sent to the laundry keeping each classification separate as blue coveralls must be washed separately.

d. Washers are loaded to their rated capacity with one of the classifications given in c above.

(1) For all pieces except blue coveralls—

(a) After all doors are secured, the washers are started and filled to a 15-inch level with cold water and run for 5 minutes.

(b) The water is then dumped and the washers are filled to a 15-inch level with water at 90° to 100° Fahrenheit. *At no time in the washing will the water temperature exceed 100° Fahrenheit.*

(c) Add sufficient cold-water soap for use in hard water to get a good suds and run for 5 minutes. Drain and fill each washer to 15-inch level with water at 90° to 100° Fahrenheit. Add sufficient cold-water soap for use in hard water to get a good suds and run for 5 minutes. Drain and refill washer to 15-inch level with 90° to 100° Fahrenheit water and run for 3 minutes. Drain and repeat this operation. Drain and repeat using cold water, adding enough of a fluoride compound sour to reduce the alkalinity of the rinse to approximately the same as that of the water supply.

(2) For blue coveralls, use above formula with 8-inch water level instead of 15 inches on first three operations.

e. Loaders unload work into truck tubs and move to extractors. Total elapsed time from start of loading washer to completion of unloading washer should be approximately 35 minutes. Move empty canvas baskets to tumblers.

f. Loaders load extractors to top level of basket and run for 15 minutes. After extraction, work is moved in truck tubs to tumblers. Blue coveralls should be extracted by themselves as separate load.

g. Tumbler men load tumblers to rated capacity (about one-half washer load) and tumble at 100° Fahrenheit until dry. This should take about 20 minutes per load. Blue coveralls should not be tumbled with wools unless two pocket tumblers are used in which case the coveralls may be placed in separate pocket by themselves.

h. After work has been dried and placed in canvas baskets it is sent to the assorting tent where resizers separate towels and return them to receiving and undressing tent. All other articles of clothing will be placed in separate piles and tied in bundles for shipment to supply depot.

**35. Operation of a mobile laundry section without sterilization and bath unit.**—*a.* Bundles are received in receiving tent tagged with man's name and organization. They are stored in receiving tent in piles by organization (companies).

*b.* Resizers mark in, taking enough bundles to a lot to fill to rated capacity the washers in their section. It may be necessary to take a few bundles from another company to complete the last lot of any one company. Bundles are marked with pins, using one pin tray to a bundle and attaching one pin to each article. The number of pin trays and number of pins used are marked on the tag. Blue coveralls are placed in one canvas basket. All other articles are placed in one or more canvas baskets. After the lot is completed, the baskets are sent to the washers, the pin trays and tags being sent to the assorting tent.

*c.* Washers are loaded to rated capacity, blue coveralls being washed separately.

(1) For all pieces except blue coveralls—

(*a*) After all doors are secured, the washers are started and filled to a 15-inch level with cold water and run for 5 minutes. The water is then drained and the washers are filled to a 15-inch level with water at 90° to 100° Fahrenheit. *At no time in the washing operation will the water temperature exceed 100° Fahrenheit.*

(*b*) Add sufficient cold-water soap for use in hard water to produce a good suds and run for 5 minutes. Drain and fill washer to 15-inch level with water at 90° to 100° Fahrenheit. Add sufficient cold-water soap for use in hard water to produce a good suds and run for 5 minutes. Drain and refill to 15-inch level with 90° to 100° Fahrenheit water and run for 3 minutes. Drain and repeat this operation. Drain and repeat, using cold water, adding enough of a fluoride compound sour to reduce the alkalinity of the rinse to approximately the same as that of the water supply.

(2) For blue coveralls, washman places coveralls in washer, loading to rated capacity, and repeats the above washing operation, using an 8-inch water level instead of 15 inches on the first three operations.

*d.* Loaders unload work into truck tubs and move to extractors. Total elapsed time from start of loading washer to completion of unloading washer should be approximately 35 minutes. Move empty canvas baskets to tumblers.

*e.* Loaders load extractors to top level of basket and run for 15 minutes. After work has been extracted, it is moved in truck tubs to tumblers. Blue coveralls should be extracted by themselves as separate load.

*f.* Tumbler men load tumblers to rated capacity (about one-half washer load) and tumble at 100° Fahrenheit until dry. This should take about 20 minutes per load. Blue coveralls should not be tumbled with wools unless two pocket tumblers are used, in which case the coveralls may be placed in a separate pocket by themselves.

*g.* After lot has been dried and placed in canvas basket, it is sent to assorting tent.

*h.* The assorting is done by resizers on tables marked off in squares 18 by 30 inches. The tags corresponding to the lot to be assorted are separated, placing one tag in each square near the edge of the table and in numerical order. The garments are shaken out, folded, and placed in the square where the tag pin numbers correspond to the pin number on the piece. When the number of pieces in the bundle corresponds to the number of pins used as shown on the tag, the bundle is complete. After the lot has been assorted, pins are removed and returned to proper trays, bundles securely tied, and tags securely attached to proper bundles.

*i.* The entire lot is then sent to the shipping tent and stored in piles by organizations to await transportation to the organizations. Canvas baskets and pin trays are returned to receiving tent.

# APPENDIX I

## FORMS USED IN CONNECTION WITH LAUNDRIES

### 1. Tabulation.

W. D., Q. M. C. Form No.	Title	Reference (AR 30-2135)	Preparation and purpose
364-----	Weekly Collection and Delivery Sheet.	Pars. 13a and b, 14a-----	Prepared by organization; subsidiary to W. D., Q. M. C. Forms Nos. 365 and 375.
364a-----	Weekly Collection and Delivery Sheet (Extra Sheet).	-----	Prepared by organization; subsidiary to W. D., Q. M. C. Forms Nos. 365 and 375.
365-----	Monthly Roster and Statement.	Pars. 13a, 14b and c, 20d(2).	Prepared by organization; subsidiary to W. D., Q. M. C. Form No. 375 and basis for collection entries on pay rolls.
366-----	Report of Laundry and Dry Cleaning Operations.	Pars. 5, 20d-----	Prepared by laundry and furnished to Office, Quartermaster General; source of data covering earnings, work handled, etc.
370-----	Cashier's Report-----	Pars. 15b, 20d(1)(a)-----	Used for listing patron's bundle for delivery; also as record of c. o. d. collections.
371-----	Ledger Account Sheet-----	Pars. 15b, 20d(1)(b)-----	Source of charge accounts furnished sales officer for collection; entries made from W. D., Q. M. C. Form No. 373.
373-----	Quartermaster Laundry—Individual List.	Par. 15b-----	Prepared by patron; pertinent data to be posted to W. D., Q. M. C. Forms Nos. 370, 371, 376.
373a-----	Quartermaster Laundry—Hospital and Organization List.	Par. 16c(2)(a)-----	Prepared by organization; subsidiary to W. D., Q. M. C. Form No. 375.
373b-----	Quartermaster Laundry—Transport List.	Par. 16c(2)(b)-----	Prepared by transport; subsidiary to W. D., Q. M. C. Form No. 375.
374-----	Enlisted Men's Laundry Slip-----	Pars. 13c, 14b-----	Prepared by enlisted patron; auxiliary to W. D., Q. M. C. Form No. 364 and subsidiary to W. D., Q. M. C. Form No. 365.

(20)

375-----	Abstract of Enlisted and Bulk Work.	Pars. 14a and c, 16d, 20d.	Subsidiary to W. D., Q. M. C. Form No. 366. Source of data; W. D., Q. M. C. Forms Nos. 365, 366, 373a, 373b.
376-----	Abstract of Work Accom- plished for Individual Pa- trons.	Pars. 15b, 20d-----	Subsidiary to W. D., Q. M. C. Form No. 366. Data obtained from W. D., Q. M. C. Form No. 373.

## QUARTERMASTER CORPS

## 2. Examples.

QMC Form No. 364  
WAR DEPARTMENT  
Revised December 4, 1935

## QUARTERMASTER LAUNDRY

WEEKLY COLLECTION AND  
DELIVERY SHEETDate August 14, 1940Organization Detachment Q.M. Corps Station Fort School, Pa.

This form, prepared in triplicate by the organization, will contain the names, alphabetically arranged, of those enlisted men of the organization whose names appear on the Monthly Roster and Statement (WD QMC Form No. 365).

Enlisted men who have indicated their intention of patronizing the laundry during the month will be charged at the flat monthly rate unless excused by organization commanders in accordance with AR 30-2135. The names of men so excused will be listed on this form, together with the reason therefor, which shall be shown under "Remarks" (par. 10d, AR 30-2135).

Gains made during the month will be added at the foot of the list, and notation made showing how gained, with dates and organizations from which transferred. Losses will be shown once, with full information as to how lost.

Organization commanders will ascertain amounts due by men being transferred, discharged, or otherwise separated from their organizations, and will assure charges being entered on pay roll, final statement, or service record.

Sheets, pillow cases, mattress covers, blankets, mosquito bars, and other similar articles used by enlisted patrons of the laundry will be entered below and will be sent in bulk to the laundry.

The original and duplicate copies will accompany the bundles; the duplicate being returned to the organization as a receipt, and the triplicate being retained in the organization to be receipted and given to the laundry on the return of the finished laundry.

Laundry mark	Name	Bundles	Remarks
QM 7688	Amos, George B	1	Yes
5932	Andrews, John A	1	Yes
4657	Bacon, Thomas L	1	Yes
7100	Black, Henry P	1	Yes
6462	Carter, Fred D		No
1095	Chester, Lloyd M		F - 8/6
6225	Davis, Ralph R	1	Yes
4350	Ellison, Thomas D	1	Yes
0032	Ford, James T		No
4883	Harris, John E	1	Yes
9343	Ivy, Harry W		ECO
2897	Johnson, William K	1	Yes
4189	Kirkman, Kenneth L	1	Yes
4681	Lester, Nord P		SH - 8/12
4785	Long, Alfred P		No
4751	Morris, Robert L	1	Yes
1092	North, James E	1	Yes
0394	O'Dell, John T	1	Yes
4751	Olson, Fred A	1	Yes
2938	Page, Robert J	1	Yes
1709	Polson, William R	1	Yes
1075	Reed, Frank I		T - 8/14
1411	Rose, Victor M	1	Yes
1861	Simston, John T		No
4211	Snyder, Ronald F	1	Yes
1005	Thompson, Harry Y		No
8915	Wilson, James R	1	Yes
	GAINS		
7638	Luther, Albert R	1	Yes
	Trfd fr Co V, 15th Inf, 1d org		
	8/12/40.		

(For additional names use Form 364a)

This list, consisting of 1 sheets, contains the names of all members of the above-named organization sending bundles to the Quartermaster laundry on this date. The flat work indicated below was used by the men sending the bundles this week.

A. B. Stone  
A. B. STONE, Capt., QMC, Commanding.

Remarks	Bundles	Blankets	Sheets	Chg. Cases	Cover. Mattresses	Blank. Mosquitoes		
Number	6	16	60	31	19			
Unit cost		.25	.02	.01	.03			
Total cost		4.00	1.20	.31	.57			

Total pieces 126Total earnings, \$ 6.08Received of above-named organization on August 14, 1940

J. L. Hooker  
Laundry Receiving Clerk.

Received of Quartermaster laundry on August 21, 1940

O. P. Blaine, Pfc, 2nd Co.  
For the Organization.

U. S. GOVERNMENT PRINTING OFFICE 16-10683



## LAUNDRIES AND LAUNDRY ORGANIZATIONS

QMC Form No. 365  
WAR DEPARTMENT  
Revised Dec. 4, 1924

## QUARTERMASTER LAUNDRY

## MONTHLY ROSTER AND STATEMENT

For month of August, 19 40Organization Detachment Q. M. Corps Station Fort School, Penna.

This form, prepared as of the first day of the month, in triplicate, by the organization commander, will contain the names, alphabetically arranged, of all members who signify the desire to have their laundry done at the Quartermaster laundry during the current month, and agree to send their laundry weekly and pay the full monthly flat rate, unless excused by their organization commander in accordance with paragraph 10d, AR 30-2185. The original and duplicate copies will be forwarded to the laundry, the triplicate copy being retained by the organization. Pertinent data on the Weekly Collection and Delivery Sheet (WD QMC Form No. 364) and the number of pieces shown on Enlisted Men's Laundry Slip (WD QMC Form No. 374) will be indicated weekly in the proper columns on the original and duplicate copies of this form by the laundry. The organization will transfer to the retained triplicate copy any pertinent data from the Weekly Collection and Delivery Sheet.

At the close of the month the officer in charge of the laundry will compute the amounts due from each enlisted man and enter them in the proper columns on the original and duplicate copies and transmit the original copy to the organization commander, who will verify the correctness of the transactions shown thereon, cause to be entered on pay roll the amounts due the United States for laundry service, sign the form, and return it to the laundry officer, who will return the completed duplicate copy for file with the organization records. Charges against men separated from the organization during the month will be ascertained from the laundry by organization commanders, who will cause to be entered on pay rolls, final statements, or service records amounts due the United States for laundry service. Organization commanders shall indicate on duplicate copy of WD QMC Form No. 365 on what voucher (pay roll, final settlement, or service record) the charge to each enlisted man has been made.

Name	Laundry mark	Number of Pieces in Weekly Bundle					Amount due	Charges entered on*
		First week	Second week	Third week	Fourth week	Fifth week		
Amos, George B.	QM 7668	35	24	29			1.50	
Andrews, John A.	5932	27	31	31	40		1.50	
Bacon, Thomas L.	4657	39	24	40	28		1.50	
Black, Henry F.	7100	26	29	28	29		1.50	
Carter, Fred D.	6462	55		55			1.50	
Chester, Lloyd M.	1095				32		.50	
Davis, Ralph E.	6225	32	47	32	40		1.50	
Ellison, Thomas D.	4350	38	37	30			1.50	
Ford, James T.	0032	30		34	55		1.50	
Harris, John E.	4883	39	55	45	32		1.50	
Ivy, Harry W.	9243	21					.50	
Johnson, William K.	2897		24	29	54		1.50	
Kirkman, Kenneth L.	4189	57	65	54			1.50	
Lester, Nord P.	4681	21			38		1.00	
Long, Alfred P.	4785	23		38	26		1.50	
Morris, Robert L.	4753	45	27	28	41		1.50	
North, James E.	1092	33	35	26			1.50	
O'Dell, John T.	0396		38	31	40		1.50	
Olson, Fred A.	4751	19	38		53		1.50	
Pace, Robert J.	2938	42	37	40			1.50	
Polson, William R.	1709	41	27		23		1.50	
Reed, Frank I.	1075	50					.50	
Ross, Victor M.	1411	38	40	35	40		1.50	
Simonton, John T.	1861	26		31			1.50	
Snyder, Ronald P.	4211		51	23	29		1.50	
Thompson, Harry Y.	1005	23		48	38		1.50	
Wilson, James R.	8915	28	30	34	31		1.50	
Luther, Albert R.	7638		30	30	30		1.50	
NOTE: This is the original copy as completed at the close of the month. On the first day of the month the organization commander prepared that portion of the form which is typewritten. The remainder was completed by the laundry.								
TOTALS		788	704	771	699		38.50	x x x x x

I certify that the foregoing is a true and correct report of the transactions between the organization and the Quartermaster laundry, and that the amounts listed will be entered on pay roll, final statement, or service records of the men concerned and record of such entries shown on duplicate of WD QMC Form No. 365.

A. B. Stone

A. B. STONE

Organization Commander.

Capt., Q. M. Corps

(Rank)

Patrons 28  
Bundles 83  
Pieces 246  
Amount, \$ 31.50

\*This column to be accomplished by organization on DUPLICATE only.

U. S. GOVERNMENT PRINTING OFFICE 2-10250

## QUARTERMASTER CORPS

WAR DEPARTMENT  
Q. M. C. FORM 100 (Rev. 10-27-1918)

## REPORT OF LAUNDRY AND DRY CLEANING OPERATIONS

(See AB-30-2125)

Fort School, Penna. 3rd Quarter, F. Y. 1940.  
(Station)

## Section I—STRENGTH AND PATRONAGE

STATIONS SERVED (1)	STRENGTH		AVERAGE PATRONAGE DURING QUARTER			
	Officers (2)	Enlisted men (3)	Officers (4)	Enlisted men (5)	Other patron (6)	Total (7)
Fort School, Pa.	184	3100	63	2810	609	3482
TOTALS	184	3100	63	2810	609	3482

## Section II—QUANTITY OF WORK ACCOMPLISHED AND REVENUE

Description (1)	Laundry			Dry Cleaning		
	Bundles (2)	Pieces (3)	Earnings (4)	Description (5)	Pieces (6)	Earnings (7)
1. Bundle work, enlisted (cash).....	33,400	158,400	\$ 9900.00	Enlisted men.....		\$.....
2. Bundle work, all other (cash).....	1,120	24,640	2478.40	Authorized patrons.....		
3. Bulk work, enlisted (credit).....		11,140	789.60	Free work.....		
4. Bulk work, hospital (credit).....		4,500	360.00			
5. Bulk work, all other (credit).....		3,280	262.00			
6.....						
7.....						
8.....						
9.....						
10.....						
11. TOTALS (lines 1 to 10, incl.).....	34,520	201,960	\$ 13790.00			\$.....

## Section III—OPERATING EXPENSES

SUPERVISION AND LABOR	NUMBER OF EMPLOYEES	NUMBER OF HOURS WORKING DURING QUARTER	TOTAL VALUE	NUMBER OF EMPLOYEES	NUMBER OF HOURS WORKING DURING QUARTER	TOTAL VALUE
12. Civilian.....	30	2055	\$ 8080.00			\$.....
13. Military—Commissioned.....	1	34	422.55			
14. Military—Enlisted.....	1	68	289.80			
15. TOTALS (lines 12 to 14, incl.).....	32	2157 3/4	\$ 8792.35			\$.....
16. Materials and supplies.....			\$ 860.02			\$.....
OVERHEAD EXPENSE	UNIT	AMOUNT USED	TOTAL VALUE	UNIT	AMOUNT USED	TOTAL VALUE
17. Fuel—coal.....	TON	310	\$ 1488.00			\$.....
18. Fuel—wood.....	CORD	3	21.60			
19. Fuel—oil.....						
20. Fuel—gas.....						
21. Electricity.....	KWH	3,160	237.00			
22. Water.....	M.Cu.Ft.	3,200	400.00			
23. Other overhead expense.....						
24. TOTALS (lines 17 to 23, incl.).....			\$ 2146.60			\$.....
25. Machinery—repairs.....			\$ 191.20			\$.....
26. Machinery—new (show itemized list w/costs, under "Remarks").....						
27. Building—repairs, alterations, etc.....						
28. TOTALS (lines 25 to 27, incl.).....			\$ 191.20			\$.....
29. Total overhead (lines 24 and 28).....			\$ 2337.80			\$.....
30. Total operating expenses (lines 15, 16, and 29).....			\$ 11990.17			\$.....

## Section IV—NET PROFIT OR LOSS

31. Difference between lines 11 and 30.....		\$ 1799.83		\$.....
---	--	------------	--	---------

## REMARKS

(Furnish itemized statement, w/costs, of figure shown in sec. III, line 26, col. 3)

I certify that I have carefully supervised the salvage and laundry activities under my control, and to the best of my knowledge and belief the report herein is correct.

CERTIFIED CORRECT:

DANIEL C. RAY

DANIEL C. RAY,

1st Lieut., Q.M.C. Laundry Officer.

OLIVER P. QUE

OLIVER P. QUE

Major, Q.M.C.

Quartermaster.

(See reverse side for instructions)

10-1186

## INSTRUCTIONS

1. This report will be rendered quarterly. It must be mailed to the O. Q. M. G. not later than the 15th day of the month following the quarter for which rendered.

2. Report will be typewritten.

3. Copy will be furnished the Corps Area or Department Quartermaster concerned.

4. Section I—Strength and Patronage.—This section is self-explanatory.

5. Section II—Quantity of Work Accomplished and Revenue.—On line 1, column 1, will be recorded the number of bundles laundered for enlisted men; in column 2, the number of pieces contained in such bundles; and in column 3, the total revenue, computed at existing authorized rates for enlisted men. This amount (column 3) should be the total amount actually due the United States for service rendered, as shown on statements furnished organization commanders on WD QMC Form No. 365 (Monthly Roster and Statement) and certified to by said organization commanders as the correct amounts for entry and collection on pay rolls. These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 2, column 1, will be recorded the number of bundles laundered for authorized patrons paying at piece rates established by The Quartermaster General; in column 2, the number of pieces contained in such bundles; and in column 3, the total revenue, computed at authorized piece rates (WD QMC Form No. 373). These data should be obtained from WD QMC Form No. 376, Abstract of Work Accomplished for Individual Patrons.

On line 3, column 2, will be recorded the number of pieces of bulk (organization) work (sheets, pillow cases, mattress covers, etc.) laundered for enlisted men; and in column 3, the earnings computed at authorized piece rates (WD QMC Form No. 373a). These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 4, column 2, will be recorded the number of pieces laundered for hospitals, and in column 3, the total earnings computed at authorized piece rates (WD QMC Form No. 373a). These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On line 5, column 2, will be recorded the number of pieces of Government-owned property, other than those listed above, credit for which is computed at authorized piece rates for such work, and in column 3, the total earnings. This will include work for Army Transports (computed at rates covered by WD QMC Form No. 373b), work for cooks and bakers, etc. These data should be obtained from WD QMC Form No. 375, Abstract of Enlisted and Bulk Work.

On the remaining lines, will be entered work not otherwise mentioned above, credit for which is computed at piece, monthly, or bundle rates. Where credit is computed at monthly or bundle rates, the number of bundles will be shown in column 1. Work for prisoners and recruits will come under this heading.

Line 11 is self-explanatory.

6. Section III—Operating Expenses.—On line 12, column 1, will be recorded the actual number of employees working in the laundry during the quarter; in column 2, the total number of 8-hour working days devoted to laundry activities; and in column 3, the total compensation of these employees. Lines 13 and 14, covering military (commissioned and enlisted) labor will be accomplished in a similar manner.

Line 15 is self-explanatory.

On line 16, column 3, will be recorded the total value of materials and supplies consumed during the quarter.

On lines 17 to 22, inclusive, will be shown the unit, amount and total value of fuel, electricity, and water used during the quarter; and on line 23, column 3 will be shown the total value of any other item of expense not otherwise covered.

Line 24 is self-explanatory.

On lines 25, 26, and 27, column 3, will be recorded the cost of repairs to machinery, new machinery including installation costs; and repairs and alterations to laundry building.

Lines 28, 29, 30, and 31, are self-explanatory.

10-41265 U. S. GOVERNMENT PRINTING OFFICE

THIS SPACE FOR ADDITIONAL REMARKS

WAR DEPARTMENT, Q. M. C.  
Form No. 370 (old No. 280)  
(Revised October 10, 1923)

CASHIER'S REPORT

Quartermaster Laundry Fort. School, Pa.

Date August 14, 1940

Delivered to the following-named individuals the bundles opposite their names:

Paid for in cash on delivery of bundle. (Enter amount in Column A-Cash.)

To be charged to their accounts with Quartermaster Laundry. (Enter amount in Column B-Charge.)

John L. Webster  
John L. Webster Cashier.

BUNDLE NO.	NAME	ADDRESS OR ORGANIZATION	AMOUNT	
			COLUMN A-CASH	COLUMN B-CHARGE
23	E. F. White	Qtrs. # 76-A, Post		2 70
29	B. G. Thomas	Qtrs. # 91, Post		1 93
38	L.J. Emery	Co. B, 15th Inf.	1 06	
43	A. K. Eddison	Qtrs. # 64-B, Post		2 84
68	A.B. Jackson	Qtrs. # 19, Post	1 97	
69	W.H. Fredricks	Qtrs. # 87, Post		1 61
76	K.P. Henery	Co. A, 15th Inf		1 18
85	J. L. Yates	Qtrs. #42, Post		1 67
88	L.L. Gregory	Qtrs. # 57, Post		2 03

U. S. GOVERNMENT PRINTING OFFICE 3-5054

**QMC Form No. 871 (old 299)**  
**WAR DEPARTMENT**  
**Revised December 6, 1938**

## QUARTERMASTER LAUNDRY

# LEDGER ACCOUNT SHEET

**(See AR 30-2135)**

Name E. F. White Address Qtrs. #76-A

Rank and organization 1st Lieut., 15th Inf.[illegible]

U. S. GOVERNMENT PRINTING OFFICE 3-10919





QUARTERMASTER CORPS

WAR DEPARTMENT  
Q. M. C. Form 978b  
Approved Feb. 25, 1933

QUARTERMASTER LAUNDRY  
TRANSPORT LIST  
(See AR 30-2135.)

U. S. A. T. St. Michel Date: 2/14/40, 19\_\_

MARKS	MARKER	BUNDLE No.	ASSORTER	WRAPPER
<u>St. M</u>	<u>LWA</u>	<u>17</u>	<u>H.L.W.</u>	<u>N.C.R.</u>

No.	Articles	Price	No.	Articles	Price
<u>6</u>	Aprons, cooks.....03	<u>18</u>		Curtains, port, each.....05	
	Bags, barrack (laundry).....Free			" shower, bath.....05	
	" ship, laundry.....25			Mats, bath.....02	
	Bars, mosquito.....05	<u>32</u>		Napkins.....02	<u>64</u>
<u>15</u>	Blankets, cotton.....15	<u>2.25</u>		Pads, table, bed.....10	
<u>25</u>	" wool.....25	<u>6.25</u>	<u>49</u>	Pillowcases.....01	<u>49</u>
	Bunk bottoms.....15			Bags.....01	
<u>13</u>	Bureau scarfs.....03	<u>39</u>		Rugs, bath.....10	
<u>6</u>	Caps, cooks', white.....03	<u>18</u>		Runners, canvas, per yd.....05	
<u>8</u>	Coats, cooks' and waiters', white.....07	<u>56</u>	<u>98</u>	Sheets, bed.....02	<u>1.96</u>
	Coats, hickory.....07	<u>14</u>		Spreads, bed (counterpanes).....10	<u>1.40</u>
	Covers, chair.....07	<u>12</u>		Tablecloths, large, plain.....07	<u>84</u>
	" couch.....25			" small, plain.....08	
	" mattress.....03	<u>19</u>		Tiebacks, curtain, pair.....01	
	" table.....07			Towels, bath.....02	<u>38</u>
	Curtains, door, each.....10	<u>21</u>		" dish, kitchen, cooks'.....01	<u>21</u>
	" large, each.....12	<u>14</u>		" face, hand.....01	<u>14</u>
	" small, each.....05	<u>6</u>		" roller.....02	<u>12</u>
		<u>6</u>		Trousers, cooks', white.....07	<u>42</u>

TOTALS: 344 Pieces

\$ 16.41 Cost.\*

FOR THE LAUNDRY:	
<u>Albert Jones</u> Checker.	
<u>Thomas Hine</u> Shipper.	<u>A. C. Barker</u> Transport Representative.

\*Cost data (to be supplied by laundry) are informative only, since no actual charge is made.  
This form will be used by Army Transport authorities when sending work to the laundry to be done at Government expense.  
Two copies of this form prepared by the Army transport authorities will accompany the laundry. Pertinent information thereon will be entered by the laundry on W.D., Q.M.C. Form No. 273, Abstract of Enlisted and Bulk Work.  
Claims for charges MUST BE MADE WITHIN 48 HOURS, accompanied by this list, or no attention will be paid to them.



**Q. M. C. Form No. 374 (Old No. 297)**  
(Revised Feb. 15, 1924)

Bundle No. 74 Mark or Pin No. QM-7688

Date 8/14/40, 19

## QUARTERMASTER LAUNDRY

Name George B. Amos, Pfc., QMC.

Co. Dat. Org. Q.M.C. Bldg. 149

**Camp, Post, or Station** -----

2 Shirts, C. O. D.  
Shirts, F. O. D.  
Shirts, civilian.  
3 Undershirts, cotton.  
3 Undershirts, wool.  
3 Drawers, cotton.  
Drawers, wool.  
Union suits.  
Sweaters.  
1 Ties.  
5 Handkerchiefs.  
3 Socks (pair).  
1 Pajamas.  
Leggins (pair).  
Aprons.

— / —	Coats, fatigue.
— / —	Trousers, fatigue.
— — —	Coats, C. O. D.
— — —	Breeches, C. O. D.
— — —	Unionalls.
— — —	Mattress covers.
— — —	Blankets, W. O. D.
— — —	Barrack bags.
— 2 —	Towels, face.
— 2 —	Towels, bath.
— — —	Sheets.
— — —	Pillowcases.
— — —	Caps, white.
— — —	Gloves.
— — —	Collars.

24

**Lister.**

an

**Marker.**

**Claims for shortage must be made to organization laundry officer *within 48 hours*, accompanied by this laundry list.**

**Checker.**

J.H.

## Bundler.

B.L.

**GOVERNMENT PRINTING OFFICE**

**3-6978**

WAR DEPARTMENT  
G. M. C. Form No. 375  
Approved December 6, 1938

### ABSTRACT OF ENLISTED AND BULK WORK

STATION: Fort School, Pa.

MONTH ENDING August 28, 1940

[illegible]

SHEET NO. 2

W. D., Q. M. C. Form 376  
Approved December 6, 1938

## QUARTERMASTER LAUNDRY

### ABSTRACT OF WORK ACCOMPLISHED FOR INDIVIDUAL PATRONS

This form will record all work done for authorized patrons *other than enlisted men who patronize the laundry at a flat monthly rate*. The information hereon is required for the quarterly Report of Laundry and Dry Cleaning operations (W. D., Q. M. C. Form 366). (See A. R. 30-2135.)

**To facilitate the auditing of charge accounts, C. O. D. payments will be indicated in appropriate column.**

Period August 28, 1940

(Month ending)

[illegible]

U. S. GOVERNMENT PRINTING OFFICE 3-10929

**SHEET No** 5

## APPENDIX II

### LIST OF REFERENCES

Laundries-----	AR 30-2135
Salvage and Laundry Activities; General Provisions	AR 30-2110
	AR 35-6660
	AR 210-10
	Cir. 1-2, O. Q.
Accounting for Laundry Activities-----	M. G.
	Cir. Letter 26,
	1939, O. Q.
	M. G.

[A. G. 062.11 (7-15-40).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

E. S. ADAMS,  
*Major General,*  
*The Adjutant General.*

